

HR Directors,

Good afternoon. I hope that you had a nice holiday season with your family. I know that for nearly all of us, the current rate of positive COVID cases is creating challenges personally and professionally. Many of you have reached out to the team at the South Carolina Department of Administration's Division of State Human Resources (DSHR) with questions about responding to the increase in cases.

As a reminder, the updated guidance from the South Carolina Department of Health and Environmental Control (DHEC) can be found [here](#). DHEC is working on updating other guidance based on the new guidelines, so please continue to monitor the agency's website.

DSHR has updated the sample Exposure Notice to reflect the new guidance from DHEC. The updated sample notice is attached.

As a reminder, agency heads have the flexibility to allow short-term telecommuting for mandatory quarantine or isolation for the employee or the employee's dependent child. This is limited to specific circumstances when the employee or the employee's dependent children are in quarantine or isolation and, therefore, the employee cannot be physically present in the workplace. The employee must be in a position that allows telecommuting and healthy enough to perform their job functions through telecommuting. Additionally, the employee should take leave when caring for a dependent child in quarantine or when isolation impacts the employee's ability to telecommute.

Finally, some schools are temporarily moving to virtual instruction due to staff shortages, positive cases or other COVID-related factors. It is up to the agency head whether to permit employees to telecommute on a short-term, temporary basis due to a COVID-related school or daycare closure. If the agency head allows telecommuting in these circumstances, the employee must be in a position that allows telecommuting and the employee should take leave when the care for a dependent child impacts the employee's ability to telecommute.

If you have any questions, please call your HR Consultant (803-896-5300) or me (803-422-8645).

All the best,
Karen

Karen L. Wingo
Director, Division of State Human Resources